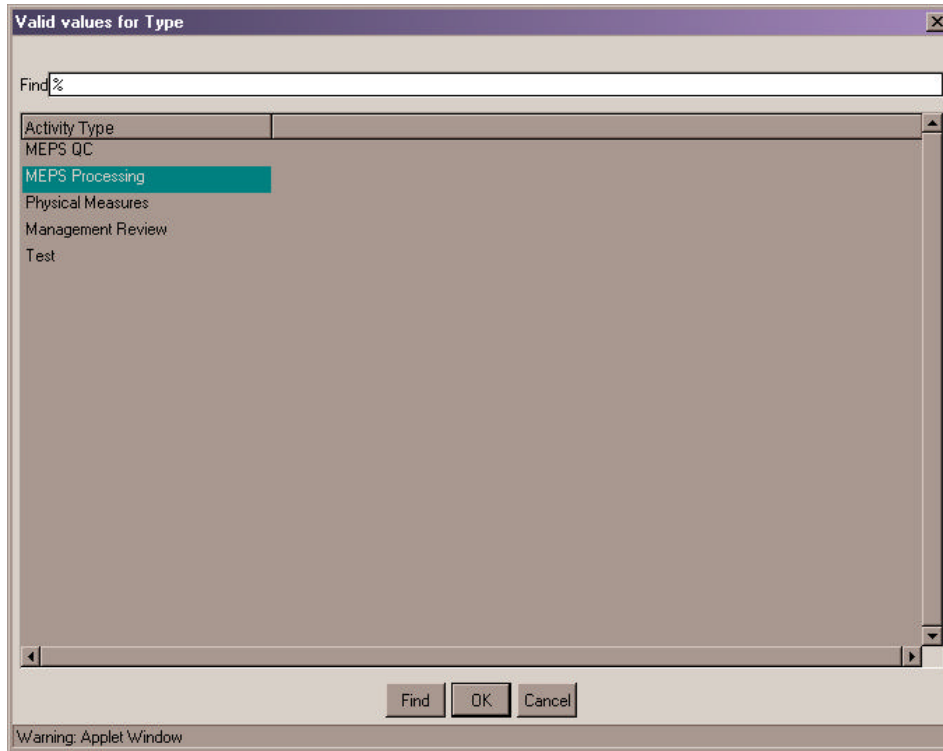


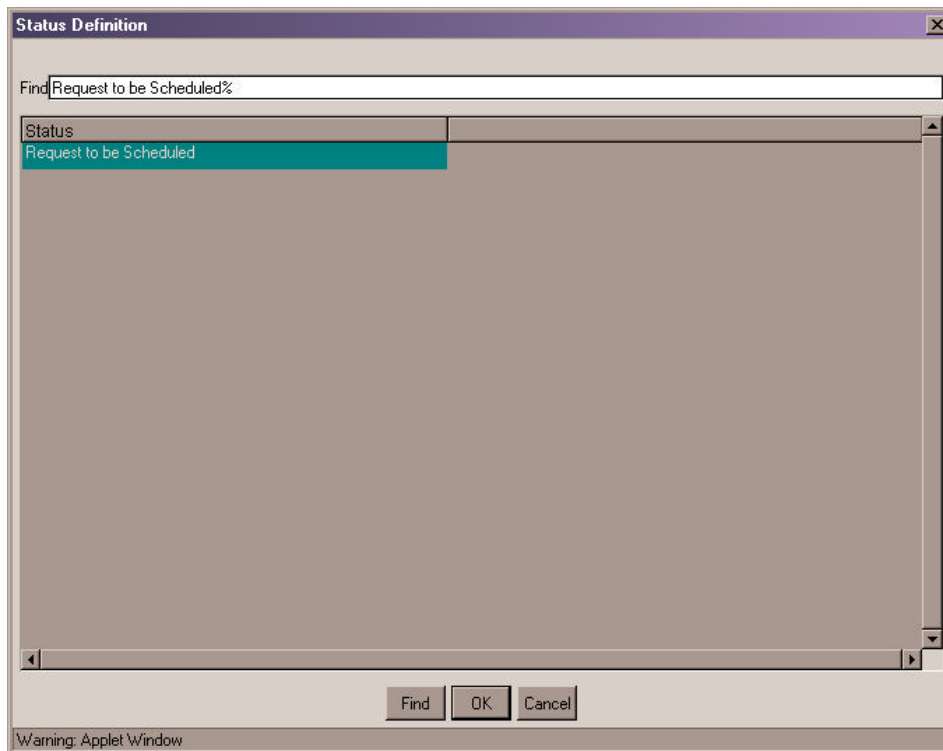
MEPS PROCESSOR SCHEDULING

RECRUITER:

- Initial selection of MEPS Processing remains the same



- Initial selection of Request to be Scheduled remains the same



- Upon selecting Request to be Scheduled, a new window appears
- Insert the date you will have the applicant process
- Click in Hotel if you plan on the applicant staying the night before at the hotel
- Select the type of Physical (if applicable) and only one type noting Same Day Processor has been added to the choices
- Select any Special Test you may want the applicant to take
- Select DEP if that is also planned
- Note that you now may also select No Physical Needed and request schedule for only a Special Test and/or DEP
- Click the Schedule button after completing the information

The screenshot shows a window titled "SCHEDULE" with a close button in the top right corner. Inside the window, there is a section labeled "Schedule Processing" with a date input field set to "27-JUN-2003" and a download icon button. To the right of this section is a checkbox labeled "Hotel" which is checked. Below these are three main sections: "Physical" with radio button options including "No Physical Needed", "Consult", "Return to Complete", "Inspect", "Flying", "New" (selected), "Same Day", "One-Stop", and "Other Processing"; "Special Tests" with checkboxes for "DLAB" (checked) and "EDPT" (unchecked); and "DEP Processing" with a checkbox for "DEP" (checked). A "Schedule" button is located at the bottom right of the form area. A warning bar at the bottom of the window reads "Warning: Applet Window".

- Upon clicking the Schedule button, a remarks window opens up for the user to input any other informational notes

Remarks

Applicant has a waiver for making bomb threats...think EOD would be a good job!

Search OK Cancel

Warning: Applet Window

- Click OK and then save the transaction and the applicant is now Requested to be Scheduled

Record Actions

Activity/Event

☒ Due At My Level ☐ Due Above My Level ☐ All Open Activities

Type	Name	
<input type="checkbox"/> Casefile Actions	Casefile Actions	Activity Report
<input type="checkbox"/> Special Processing	Credit Check	Activity Report
<input checked="" type="checkbox"/> MEPS Processing	MEPS Processing	Activity Report

Action

Action	Description	Date
<input checked="" type="checkbox"/> Request to be Scheduled	Physical New + DEP + DLAB	26 Jun 2003
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Action Comments

User: MSgt Gary Posavad Text: Applicant has a waiver for making bomb threats...think EOD would be a good job!

Timestamp: 26 Jun 2003 1243

Changes applied and saved.
Record: 1/1
Warning: Applet Window

MEPS:

- MEPS still locates requested schedule applicants under their filter
- Upon entering the Record Actions, MEPS still selects the next available line to continue scheduling and selects Schedule then OK
- Upon clicking OK, the new scheduling window opens revealing the information selected by the recruiter
- If no information has changed, MEPS clicks the Schedule button to confirm the request

The SCHEDULE window is a Java applet with a purple title bar. It contains a 'Schedule Processing' section with a 'Date' field set to '26-JUN-2003' and a download icon. To the right is a 'Hotel' checkbox which is checked. Below this is a 'Physical' section with radio buttons for 'No Physical Needed', 'Consult', 'Return to Complete', 'Inspect', 'Flying', 'New', 'Same Day', 'One-Stop', and 'Other Processing'. To the right of the physical section is a 'Special Tests' section with checkboxes for 'DLAB' (checked) and 'EDPT' (unchecked). Below the special tests is a 'DEP Processing' section with a checkbox for 'DEP' (checked). A 'Schedule' button is located at the bottom right of the options. At the bottom of the window is a text area containing the text: 'Applicant has a waiver for making bomb threats...think EOD would be a good job!'. A warning bar at the very bottom reads 'Warning: Applet Window'.

- Upon clicking the Schedule button, a remarks window opens up allowing the MEPS to make any comments they wish
- Click OK and then save to complete the transaction

The Remarks window is a Java applet with a purple title bar. It features a large text area for entering comments, which currently contains the text: 'If qualified and available, will look for an EOD job!'. At the bottom of the window are three buttons: 'Search', 'OK', and 'Cancel'. A warning bar at the very bottom reads 'Warning: Applet Window'.

MEPS PROCESSING CHECK IN PROCEDURES

- This process only works under the MEPS bucket Leads Select screen
- This process will work by locating an applicant under any of the MEPS lead filters

TAMPA MEPS BUCKET

Action Recruiting processes Case File Data Management functions Print Help

Query

Filter Applications by application status

☐ ASVAB Requests ☐ Cancellations ☐ Document Suspenses ☐ All Open Applicants ☐ Med Read Request
☐ Physical Requests ☐ QC's Due ☐ Security Clearances ☐ OPM Receipts ☐ Med Read Submitted
☐ Processing Requests ☐ Processors ☐ Shippers ☐ Confirmed EADs ☐ DEP'ed Applicants
☐ Q & W Applicants Apply Filter

Applicant

SSAN	Last Name	First Name	Program	Projected EAD	Actual EAD
248577859	Havens	Rory	NPS	06 May 2003	
107761883	Menke	Shane	NPS	14 Oct 2003	
465597269	Mcsweeney	Patrick	RES		
434699298	Smith	Andrew	NPS	01 Oct 2003	
595869059	Dearth	David	NPS		
287725873	Tedesco	Erin	OTS		
261933663	Lopez	David	OTS		
591309103	Bringle	John	NPS	19 Aug 2003	
596185651	Troche	Louis	NPS	05 Aug 2003	
591320058	Edwards	Paul	NPS		

Workflow -> Documentation -> EAD Confirmed DEP Discharge Print All OPM Rec
Record Actions -> Work Applicant -> EAD Unconfirm Q & W

Enter SSAN for Query
Record: 6/?
Warning: Applet Window

- Upon locating the applicant, double click on that applicant
- Double clicking will open a new Tracking window
- The Processing Date will be prepopulated
- In cases of multiple MEPS Processing times, all date events will display in the list
- Click to populate if the Hotel, Dinner, Breakfast, Lunch, and/or Govt Transportation are applicable
- If Hotel, Lunch, and/or Govt Transportation is applicable, insert the value of these services
- Click Save to save the transaction
- At any time after saving, this window can be reopened through the MEPS bucket to make any necessary changes

CHECK_IN [X]

Processing Date	Hotel	Cost	Dinner	Breakfast	Lunch	Cost	Govt Trans	Cost
26 Jun 2003	<input checked="" type="checkbox"/>	\$75.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$5.00	<input checked="" type="checkbox"/>	\$22.00
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

Save Cancel

Warning: Applet Window